

BID OPENING: April 27, 2009

BIDS SHALL BE PUBLICLY OPENED AT 11:00 A.M., PREVAILING WASHINGTON, D.C. TIME.

ANY QUESTIONS BEFORE AWARD CONCERNING THESE SPECIFICATIONS CALL SYBIL MORRIS (202) 512-1164. AFTER AWARD, REFER ALL QUESTIONS TO YOUR CONTRACT ADMINISTRATOR WHOSE NAME APPEARS IN THE UPPER PORTION OF THE PURCHASE ORDER. (202) 512-1164. NO COLLECT CALLS.

FACSIMILE BID SPECIFICATIONS

U.S. Government Printing Office (GPO)
Washington, D.C.

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 8-02)).

PRODUCT: 68 page publication with separate wraparound cover, saddle-wire stitched.

TITLE: Funding Education Beyond High School – The Guide to Federal Student Aid, 09/10 (Spanish)

QUANTITY: 410,407 copies, plus 50 QARC's, one complete set of corrected Digital Deliverables, 2 PDF Files & 1 JPEG file for Cover 1 ONLY.

TRIM SIZE: 8-3/8 to 8 -1/2 x 10-7/8 to 11", bind on long dimension.

NOTE: Furnished electronic media is set up for 8-1/2 x 11" trim size. If contractor elects to use a different trim size, contractor must adjust all electronic files ensuring correct bleeds and margins.

GOVERNMENT TO FURNISH:

One CD-ROM generated on a Macintosh OSX, using Illustrator CS3 and Photoshop CS3. Files are furnished in Native Format with all fonts included on the disk. One set of full color composite laser visuals, one set of color separation laser visuals and one sample publication from a previous printing to be used as a general guide. One piece of camera copy for printing on the top of all shipping containers plus two pieces of camera copy for printing on all 4 sides of the shipping containers (one for the copies packed 50 per carton, one for the copies packed 100 per carton. Camera copy size 8-1/2 x 11". Image to print on the top of each container is approx. 5-3/4 x 2-1/4". Images to print on all 4 sides of the containers have a maximum size of 7-1/4 x 3-3/8".

Prior to image processing, the contractor is responsible for checking files contained on the furnished media to ensure such features as bleeds, register marks and correct file output selection have been provided for, so as to correctly generate films for publishing. The contractor must supply necessary trapping. The contractor must generate output on a high resolution image processor.

In addition, the contractor is responsible for creating or altering any necessary trapping, setting proper screen angles and screen frequency, and defining file output selection for the imaging device being utilized. All furnished files must be imaged as necessary to meet assigned quality level.

GPO Form 892 proof label.

One reproduction proof, Form 905, with labeling and marking specifications.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

PROOFS: Two sets of composite digital content proofs of the entire publication created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product.

PLUS

Two sets of one-piece composite laminated color proofs on the actual production stock (Kodak Approval, Screen TrueRite, Dupont Thermal Waterproofs, Polaroid PolaProofs, CreoSpectrum or Fuji Final Proof) of true folio text page (circle folio page 1), (circle folio page 2), iii, v, vii, 1, 2, 7, 8, 13, 20, 21, 27, 31, 32, 38, 39, 41, 46, 52 and 53 with a minimum resolution of 2400 dpi. At contractor's option, a film-based composite laminated color proof on the actual production stock may be submitted provided direct to plate is used to produce the final product. The make and model number of the proofing system utilized shall be furnished with the proofs.

These proofs must have all elements in press configuration and must indicate margins. Proofs will be used for color match on press and must show dot structure. Inkjet, photographic, and overlay proofs are not acceptable. The proofs must contain color control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars (such as Brunner, GATF, GRETAG, or RIT) must show areas consisting of minimum 3/16" x 3/16" solid color patches; tint patches of 25, 50 and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet.

PLUS

Two sets of progressive press proofs of COVERS 1 thru 4 using exact colors and stock as specified herein. The press proofs must contain control bars for each color placed parallel to the proofer's ink rollers. The control bars must show areas consisting of 3/16 x 3/16" (minimum) solid color patches; tint patches of 25, 50 and 75%; dot gain scale (GATF, BRUNNER or GRETAG); and gray balance patches for process color (if any), all repeated across the entire press sheet. Density must be constant across full width of sheet with deviations not to exceed +.05%. Light and heavy inking not acceptable. Press proofs must show each color separately and in progressive combination.

Contractor must also provide 5 sheets of 8-1/2 x 11" of the actual stock for both covers and text.

Contractor must also provide two sets of ink draw downs of the Pantone colors used on the actual stock for the text.

Submit proofs together with the furnished media (copy/electronic files) to the U.S. Government Printing Office, Contract Management Division, Contract Compliance Section (PPSC), Washington, D.C. 20401. Furnished proof label must be filled in by the contractor and used on all proof packages.

The contractor must not print prior to receipt of an "OK to print".

DIGITAL DELIVERABLES: Prior to making revision, the contractor shall copy the furnished files and make all changes to the copy. After receipt of an "OK to print", the contractor must furnish final production native application files (digital deliverables with the furnished material). The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, Post Script files, Adobe Acrobat Portable Document Format (PDF) files, or any file formats other than those supplied, unless specified by the Government.

Contractor to create encapsulated postscript (EPS) files and furnish them as a portable document format (PDF) file of the entire corrected publication. Must be provided as soon as possible following PSI approval. Must be formatted as you would move through a standard book, e.g., cover 1, cover 2, page 1, 2, etc... (No double page spreads).

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 12" dated February 2008.

Text: White Opacified Offset Book, basis weight 60 lbs per 500 sheets, 25 x 38", equal to JCP Code A80. All text paper used in each copy must be of a uniform shade.

Cover: White No. 2 Coated Cover, Gloss-Finish, basis weight 80 lbs per 500 sheets, 20 x 26", equal to JCP Code L12. All cover paper must have the grain parallel to the spine.

Boxes: Bleached Kraft/White

PRINTING: Covers 1 & 4 print full coverage 4-color process type/line matter, illustrations and department logo with some type/line matter reversing out to appear white and bleeds all sides. Covers 2 & 3 prints type/line matter in PMS 633 (blue) and Black. After printing, coat the entire surface of Covers 1 & 4 with a clear, non-yellowing gloss aqueous coating to prevent scratching and smearing.

Text prints type/line/tones (flattones and halftones) in PMS 633 (blue) and Black with some type/line matter reversing out to appear white. Text is circle folioed 1 thru 68 with no blanks. Contractor to use appropriate inks formulated for coated and uncoated stocks.

Boxes print type/line matter in PMS 354 (green).

PRESS SHEET INSPECTION: Final makeready press sheets will be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued September 1991. Note: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

Press sheets must contain control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars must show areas consisting of 3/16 x 3/16" minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale (such as, BRUNNER, GATF, GRETAG, or RIT); and gray balance patches for process color (if applicable). These areas must be repeated across the entire press sheet. Must be printed on a press capable of printing four colors in a single pass through the press (minimum four printing units).

MARGINS: Covers – Inadequate gripper margins, bleeds all sides. Text – Inadequate gripper margins, uncommon bleeds. Follow furnished electronic media.

BINDING: Saddle-wire stitch in 2 places and trim three sides. Each product must contain complete 4 page signatures after trimming. Single leaves connected with a lip (i.e. binding stub) to left or right side of stitches will not be allowed. Score over on bind fold.

PACKING/LABELING AND MARKING (package and/or container label): Pallets are required.

For 200,000 departmental copies – Pack 50 copies per shipping container. Reproduce the appropriate container camera copy (designated for 50 copies) same size and print in PMS 354 green on all four sides of each shipping container.

For 210,391 departmental copies – Pack 100 copies per shipping container. Reproduce the appropriate container camera copy (designated for 100 copies) same size and print in PMS 354 green on all four sides of each shipping container.

Balance pack suitable in shipping containers.

NOTE: Containers with perforations on the bottom will NOT be accepted. DO NOT overpack in larger shipping containers.

Pallet requirements for ED PUBS, Jessup, MD destination must be 40 x 48" with 4-way entry. Maximum height of packed pallet (including pallet) is not to exceed 48". Pallets must be shrink or stretch wrapped or strapped with plastic strapping (no metal bands). Pallet weight must not exceed 1,800 lbs each.

Pallet requirements for Vangent, Cedar Rapids, IA destination must be 36 x 48" with 4-way entry. Maximum height of packed pallet (including pallet) is not to exceed 52". No overhang. Pallets must be shrink or stretch wrapped or strapped with plastic strapping (no metal bands). Pallet weight must not exceed 2,000 lbs each.

Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing Attributes -- Level II.
- (b) Finishing Attributes -- Level II.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests -- General Inspection Level I.
- (b) Destructive Tests -- Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Press Sheets
P-8. Halftone Match (Single and Double Impression)	O.K. Press Sheets
P-9. Solid and Screen Tint Color Match	O.K. Press Sheets
P-10. Process Color Match	O.K. Press Sheets

Special Instructions: In the event that inspection of press sheets is waived by the Government, the following listed alternate standards (in order of precedence) shall become the Specified Standards:

- P-7. OK Proofs, Furnished electronic media.
- P-8. OK Proofs, Furnished electronic media.
- P-9. Pantone Matching System color.
- P-10. OK Proofs, Government furnished sample.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against specifications. The purchase order/specifications will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award. A copy of the purchase order/specifications must be included.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by Jacket and Purchase Order numbers, must be furnished with billing as evidence of mailing.

DISTRIBUTION: Ship f.o.b. destination.

Deliver 15 copies, marked "File Copies" to the Library of Congress, Madison Building, Anglo-American Acquisition Division, Government Documents Section, C Street (between 1st & 2nd), SE, Washington, D.C. 20540.

Deliver 1 copy marked "Depository Copies, Item 0461-B-01" to the U. S. Government Printing Office, Depository Receiving Section, 44 H Street, NW Loading Dock, Washington, D.C. 20401. Any cartons containing "Depository Copies", that are mailed to the GPO's Depository Receiving Section must be clearly marked to indicate the total number of cartons in the mailing. For example: 1 of 3; 2 of 3; 3 of 3.

Deliver 400,000 copies (includes 200 Departmental Random (Blue Label) copies) to: ED PUBS, Attn: Receiving Department, Attn: Carol Mahon (301) 519-5230, 8242 Sandy Court, Suite B, Jessup, MD 20794. In order to set up a delivery appointment, contractor must call at least 24 hours prior to attempting delivery. Must be delivered between 8:00 a.m. and 4:00 p.m., local time. NOTE: Copies delivered to ED PUBS must be packed on Special Pallets, see pallet requirement above.

Deliver 10,000 copies (packed in units of 100) to: Vangent, Federal Student Aid Information Center, Attn: Louis Lipscomb (319) 354-9200 ext. 4742, 9200 Earhart Lane, Cedar Rapids, IA 52404. In order to set up a delivery appointment, contractor must call at least 24 hours prior to attempting delivery. NOTE: Copies delivered to Pearson must be packed on Special Pallets, see pallet requirement above.

Deliver 337 copies to 10 destinations as follows: (Inside delivery required)

25 copies to: FSA-Region 1, U.S. Department of Education, 33 Arch Street, 10th Floor, Suite 1008, Boston, MA 02110, Attn: Rosemary Torpey, Team Leader, (617) 289-0133.

50 copies to: FSA-Region 2, U.S. Department of Education, 32 Old Slip, 25th Floor, New York, NY 10005, Attn: William J. Swift, Area Case Director, (646) 428-3750.

35 copies to: FSA-Region 3, U.S. Department of Education, The Wanamaker Building, 100 Penn Square East, Suite 511, Philadelphia, PA 19107, Attn: Nancy Paula Gifford, Area Case Director, (215) 656-6436.

30 copies to: FSA-Region 4, U.S. Department of Education, 61 Forsyth Street, SW Room 18T20B, Atlanta, GA 30303, Attn: Charles Engstrom, Area Case Director, (404) 562-6309.

42 copies to: FSA-Region 5, U.S. Department of Education, 500 West Madison Street, Suite 1576, Chicago, IL 60661, Attn: Douglas Parrott, Area Case Director (312) 730-1511.

35 copies to: FSA-Region 6, U.S. Department of Education, 1999 Bryan Street, Suite 1410, Dallas, TX 75201-6817, Attn: Patrick Kennedy, Area Case Director (214) 661-9490.

25 copies to: FSA-Region 7, U.S. Department of Education, 8930 Ward Parkway, Suite 2028, Kansas City, MO 64114-3392, Attn: Ralph LoBosco, Area Director (816) 268-0410.

50 copies to: FSA-Region 8, U.S. Department of Education, 1391 Speer Boulevard, Suite 800. Denver, CO 80204-2512, Attn: Harry Shriver, Jr., Area Case Director, Denver Area Case Team (303) 844-3677x116.

20 copies to: FSA-Region 9, U.S. Department of Education, 50 United Nations Plaza, Room 268, San Francisco, CA 94102-4987, Attn: Linda Henderson, Area Case Director, San Francisco/Seattle (415) 486-5609.

25 copies to: FSA-Region 10, U.S. Department of Education, 701 5th Avenue, Suite 2550, Seattle, WA 98104-7046, Attn: Julie Arthur, Institutional Improvement Specialist (206) 615-2232.

Deliver 2 copies to each of the following 12 addresses:

U.S. Dept. of Education, 33 Arch Street, 10th Floor, Suite 1008, Boston, Massachusetts 02110, Attn: Thomas Threlkeld, Training Officer.

U.S. Department of Education, 32 Old Slip, 25th Floor, New York, New York 10005 Attn: Sandra Santana, Training Officer.

U.S. Department of Education, 100 Penn Square East, Suite 511, Philadelphia, Pennsylvania 19107 Attn: Gregory Martin, Training Officer.

U.S. Department of Education, 100 Penn Square East, Suite 513, Philadelphia, Pennsylvania 19107 Attn: Kathie Makowski, Training Officer.

U.S. Department of Education, 111 North Canal Street, Suite 830, Chicago, Illinois 60606 Attn: Jamie Malone, Training Officer.

U.S. Department of Education, 61 Forsyth Street, Room 18T20B, Atlanta, GA 30303 Attn: Yolanda Adams, Training Officer.

U.S. Department of Education, 8930 Ward Parkway, Suite 2028, Kansas City, Missouri 64114-3302 Attn: Linda Coffey, Training Officer.

U.S. Department of Education, 1391 Speer Boulevard, Suite 800, Denver, Colorado 80204-2512 Attn: Jacque Straub, Training Officer.

U.S. Department of Education, 1391 Speer Boulevard, Suite 800, Denver, Colorado 80204-2512 Attn: Devin Croft, Training Officer.

U.S. Department of Education, 1391 Speer Boulevard, Suite 800, Denver, Colorado 80204-2512 Attn: Margaret Day, Training Officer.

U.S. Department of Education, 1391 Speer Boulevard, Suite 800, Denver, Colorado 80204-2512 Attn: Deborah Tarpley, Training Officer.

U.S. Department of Education, 701 5th Avenue, Suite 2550, Seattle, Washington 98104-7046 Attn: Linda Burkhardt, Training Officer.

Deliver 3 copies to: U.S. Department of Education, 701 5th Avenue, Suite 2550, Seattle, Washington 98104-7046 Attn: Marianna Deeken, Training Officer.

Deliver 3 copies to: U.S. Department of Education, Training Officer, 50 United Nations Plaza, Rm. 121, San Francisco, California 94102 Attn: Virginia Hagins, Training Officer.

Deliver 5 copies to: U.S. Department of Education, Training Officer, 1999 Bryan Street, Suite 1410, Dallas, Texas 75201-6817 Attn: Dave Elliott, Training Officer.

Deliver 5 copies, furnished materials plus digital deliverables, 2 corrected PDF files and 1 JPEG file of Cover 1 to: U.S. Department of Education, Attn: John Woods (202-401-3606), Room 5C108, LBJ, 400 Maryland Avenue, SW, Washington DC 20202. Inside delivery required.

Deliver 2 copies to: U.S. Department of Education, Attn: Government Documents Librarian, Room BE101, LBJ, 400 Maryland Ave., SW, Washington, DC 20202. Inside delivery required to room number indicated.

Deliver 2 copies to: U.S. Department of Education, Attn: Marilyn Joyner (202-401-1669), Room 5C118, LBJ, 400 Maryland Avenue, SW, Washington, DC 20202. Inside delivery required to room number indicated.

Deliver 1 copy to: ERIC Project, c/o CSC, 655 15th St., NW, Suite 500, Attn: Paula Bruce (202) 741-4298, Washington, DC 20005. Inside delivery required.

NOTE: Please use the following three addresses for US Postal Service only. For FEDEX, UPS, AirBorne Express, or truck deliveries, please use this address: US Dept. of Education, 830 First Street, NE, Union Center Plaza, Washington, DC 20002.

Deliver 5 copies to: U.S. Department of Education, Union Center Plaza, Attn: Pat Treichel (202-377-3223), Room 31G4, 400 Maryland Ave., Washington, DC 20202. Inside delivery required.

Deliver 2 copies to: U.S. Department of Education, Union Center Plaza, Attn: Jennifer Douglas (202-377-3201), Room 32E4, 400 Maryland Ave., Washington, DC 20202. Inside delivery required.

Deliver 2 copies to: U.S. Department of Education, Union Center Plaza, Attn: Tara Young (202-377-3491), Room 114G1, 400 Maryland Ave., Washington, DC 20202. Inside delivery required to room number indicated.

All expenses incidental to returning materials, submitting proofs, and furnishing sample copies must be borne by the contractor.

SCHEDULE: Furnished material will be available for pick up at the U.S. Government Printing Office, 27 G St., NW, Washington, D.C. 20401, on April 28, 2009.

Submit proofs as soon as the contractor deems necessary in order to comply with the shipping schedule. Proofs will be withheld 2 workdays from receipt in the GPO until they are made available for pickup by the contractor.

The contractor must notify the GPO of the date and time the press sheet inspection can be performed. In order for proper arrangements to be made, notification must be given at least 3 workday(s) prior to the inspection. Notify the U.S. Government Printing Office, Contract Management Division, Quality Assurance Section (PPSQ), Washington, DC 20401, or telephone area code (202) 512-1162. Telephone calls will only be accepted between the hours of 8:00 am and 2:00 pm, prevailing eastern time. Note: See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

Deliver complete by May 20, 2009.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

Toll Free WATS lines to the GPO are available to successful bidders to report information regarding compliance with schedule requirements under "SCHEDULE". The toll free number is 1-800-424-9470 or 9471 and for calls originating in the Washington, D.C. area, (202) 512-0516 or 0517. Personnel answering these calls will be unable to respond to questions of a technical nature. These calls cannot be transferred to other telephones in GPO.

OFFERS: Offers must include the cost of all materials and operations for the total quantity ordered in accordance with these specifications. In addition, a price must be submitted for each additional 1,000 copies. The price for additional quantities must be based on a continuing run, exclusive of all basic or preliminary charges and will not be a factor for determination of award.

SUBMIT BIDS TO: U.S. Government Printing Office, Bid Section (PPSB), 36 H Street NW, Room C-161, Washington, D.C. 20404. FACSIMILE BIDS are permitted. Submit TWO copies of each facsimile bid to FAX No. 202-512-1782, one bid per facsimile. Refer to Solicitation Provisions in GPO Contract Terms (GPO Publication 310.2), Page 1, Paragraph 6.

DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at <http://www.gpo.gov/printforms/pdf/contractdisputes.pdf>. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.